



CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

Veterans Home of California, Chula Vista

“Honoring California’s Veterans”

To qualify for job openings, you must have State list eligibility, or reinstatement / transfer. To obtain State list eligibility, please visit the State Personnel Board website at www.spb.ca.gov.

INSITUTIONAL PERSONNEL OFFICER II

Permanent, Full-Time

\$4622 - \$5576 Monthly

(\$4195.39 - \$5061.34 Monthly, Furlough Salary)

Final File: May 19, 2009

Job Description:

The predominant duties for this position include, but are not limited to:

- Consult with management, advise and make recommendations on the application of personnel laws, rules, policies, standards and procedures. Evaluate their operation and effectiveness.
- Confer with the appropriate staff, management and employee representatives on grievances; investigate and make recommendations on proposed adverse actions and rejections on probation.
- Maintain a Report of Performance program; direct a program for the monitoring of performance standards.
- Direct staff of the Human Resource Office in the maintenance of the system for keeping employee records and for the uniform and efficient processing of personnel transactions.
- Work closely with headquarters and control agency staff on matters pertaining to the allocation of positions, salary determination; issues related to employee relations.
- Provide training to Human Resource staff and to Veterans Home supervisors, managers and employees on various personnel management related topics

Desirable Qualifications:

- Knowledge of laws, rules and regulations affecting personnel record keeping, personnel transactions, payroll and certification processes.
- Knowledge of techniques of employee recruitment; employee relations and performance evaluation; principles of effective supervision.
- Ability to develop and administer training programs; train and supervise subordinates.
- Ability to effectively contribute to the Department’s safety, health, and labor relations objectives.

Who May Apply:

Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatements are encouraged to apply. SROA/SURPLUS provisions apply. Persons retired in the US Military, honorably discharged from active military duty with service-connected disability, or honorably discharged from active duty are encouraged to apply for promotional state civil service examinations for which he/she meets the minimum qualifications.

To Apply:

Visit our website at www.cdva.ca.gov, or the State Personnel Board www.spb.ca.gov, to download the application. Submit your completed State Application (Std. 678), and resume to: **Veterans Home of CA, Chula Vista, Human Resources, 700 East Naples Court, Chula Vista, CA 91911.** NOTE: All State applications must be postmarked no later than the final filing date.

Questions:

If you have any questions or request information concerning this posting, or need assistance in the application process, please contact **Lou Dumas, Human Resources Office in Chula Vista, (619) 482-6026.**